

# FAQs COJET Requirements **2019**

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**As of January 1, 2019**, COJET general requirements, per [ACJA §1-302](#) are reinstated, with the continuation of the minimum 16 hour judicial education training requirement including 6 hours live training, ethics and computer/network security, for all full-time judges and court personnel.

**“Live training”** means training or education provided by one or more faculty or facilitators to an individual or a group using real time interaction.

**“Non-facilitated learning”** means an individual study program conducted without the aid of an instructor, facilitator, or active co-participants.

**“Computer security/network security training”** means training addressing measures that strengthen the security of the Arizona judiciary’s data, systems and network to protect confidentiality, integrity and availability of information.

## THE FOLLOWING ARE FREQUENTLY ASKED QUESTIONS

- 1) **What are the main duties of a training coordinator?** Each court or department shall appoint or designate one individual to serve as a local training coordinator (TC) for continuing judicial education. A TC shall accredit local programs, track and maintain compliance records, report compliance, provide training opportunities/orientation, and coordinate local training. See the [Training Coordinator website](#).
- 2) **Ethics: Is Ethics training required?** Yes, a minimum of 30 minutes of ethics-related training is required for all full and part-time judicial employees each calendar year. **What types of classes are accredited for Ethics?** Training sessions related to appropriate personnel behavior in the workplace, codes of conduct, fair treatment in the courts, or avoiding the occurrence or perception of impropriety in carrying out responsibilities. Find Ethics online training on the [AOC, Education Services Division website](#).
- 3) **Computer/Network Security: Is Computer/Network Security training required?** Yes, a minimum of 30 minutes of computer/network security related training is required for all full and part-time judicial employees each calendar year. Computer security/network security training is intended to address measures that strengthen the security of our data, systems, and network to protect confidentiality, integrity, and availability of information. For a list of Computer/Network Security training, please contact Renu Sapra at 602-452-3015.
- 4) **Discrimination and Harassment: Is Discrimination and Harassment training required?** Yes, [Administrative Order 2019-27](#) requires all judges and court employees to complete a course during the 2019 COJET reporting period on Arizona Code of Judicial Administration §1-304: Discrimination and Harassment. The training requirement can be met by taking a local court training program or a statewide program developed and presented by the AOC supplemented with information on local court policies and procedures.
- 5) **Court Security Officer Training Academy and Certification Requirement:** [Administrative Order 2019-105](#) requires all current CSOs (court employees whose primary duties are to provide court security) to complete the Court Security Training Academy and become certified by the Supreme Court by December 31, 2020. CSOs hired after September 11, 2019 will have 90 days upon hire to complete the CSO Training Academy and become certified.

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- 6) **Live Training:** What is the required numbers of COJET hours for live- training? A minimum of **6 COJET hours** must be completed via live/facilitated training.
- 7) **Non-Facilitated Learning:** What is the maximum number of COJET hours one can obtain via non-facilitated training, during a calendar year? One can obtain unlimited non-facilitated training however, at least **6 COJET hours** must be completed via live/facilitated training.
- 8) **Do I report employees who have left the court/probation department prior to December 31, 2019?**  
No.
- 9) **New Hires:** How many COJET hours are required annually for new hires? Full-time judges and full-time and part-time court personnel starting employment after January 1, shall complete COJET requirements according to the following prorated schedule: ACJA §1-302, H2.

Hiring Period	All Judicial Employees: (includes Orientation, Ethics, Computer/Network Security)
January 2 – March	12 Hours (75 %)
April – June	8 Hours (50 %)
July - September	4 Hours (25 %)
October – December	Orientation, Ethics as appropriate to job

- 10) **Part-time Employees:** Are court personnel with a weekly regular part-time schedule subject to prorated COJET hours? Yes.

Employee Hours Worked Per Week	Minimum COJET Hours Required Includes Ethics
30 - 39 hours	12 Hours (75 %)
20 - 29 hours	8 Hours (50 %)
Less than 20 hours	4 Hours (25 %)

- 11) **Judicial Conference:** Who must attend the Judicial Conference? All full-time judicial officers and full time pro tem judges. Judicial officers who attend the entire judicial conference are considered COJET compliant including ethics, in 2019. Judicial officers who by excused absence partially attend the conference are required to complete the difference between the hours received and the minimum 16 hour requirement. Part-time/On-call pro tem judges and staff who serve as civil traffic hearing officers are not required to attend the judicial conference.
- 12) **Orientation:** What should be included in an orientation for administrators, clerks, probation and court personnel? Orientation within 90 days of hire, shall include an explanation of the individual's specific job duties and a familiarization with court structure and procedures, including an overview of:
- AZ Judiciary (structure and function of each court)
  - Current issues in the courts/ Local Court-related Issues
  - Expectations in dealing with public
  - Effective Communication Skills
  - Computer/Network Security and Judicial Education

- 13) **New Pro tem Orientation: Who is required to report compliance of new part-time/on-call judges pro tempore and who retains the records?** The designated *County Training Coordinator (TC)*, with the assistance of the local TC, is responsible to track all new LJ pro tems in the county, collect, and forward orientation training records to the Superior Court presiding judge for approval and report pro tem compliance on the Annual COJET Report. The pro tem completes an [Affidavit of Compliance form](#) following completion of all mandatory computer-based training (CBTs), and forwards it to the TC to confirm training has been completed, prior to sitting on the Bench. The local training coordinator will notify the county TC within 30 days of the new Pro tem's appointment.
- 14) **What training is required for new LJ part-time/on-call pro tems and how do I obtain the training tools?** New pro tems must complete 8 orientation CBTs. Online training is available on the AOC Learning Management System. To obtain an account, please contact Jen Grubbe at the AOC, 602.452.3006 or email at [jgrubbe@courts.az.gov](mailto:jgrubbe@courts.az.gov).
- 15) **What Criteria is used to accredit a program for COJET credit?** The program must be job-related or relate to the justice system; the program constitutes an organized program of learning with significant intellectual or practical content; the program is meant to improve job-related professional competencies and skills; the program is at least 30 minutes in length; participants are given the opportunity to evaluate the program's effectiveness; participants receive materials; breaks and meetings are not accredited. (ACJA §1-302, E.1.)
- 16) **Faculty Credit: Can I receive credit for teaching a class to court employees?** Yes. An individual may receive up to 8 hours of faculty credit in a calendar year. See ACJA §1-302 E.6.
- 3 for 1 credit – first time course is taught
  - 2 for 1 credit – second and each consecutive time course is taught
- 17) **Exemptions from Compliance: How does an employee receive an exemption from compliance, when unable to complete required training due to a temporary circumstance?** The employee must demonstrate a good faith effort to complete required hours. Either the employee or the training coordinator requests an exemption from compliance with the respective county superior court presiding judge, chief judge or authorized designee, via a letter. Approval for exemptions remains the judgment of the appropriate presiding or chief judge (or designee) and is considered on a case-by-case basis.

Active employees in safety sensitive positions who hold a temporary medical waiver excusing them temporarily from attendance at a defensive tactics training, and who are requesting an exemption from compliance from their county superior court presiding judge (or designee), must have completed all other required training in order to qualify. Training coordinators are encouraged to provide the following information within the letter or request:

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|----------------------|--------------------------------------|
| • Employee Name      | • Requirement(s) not met             |
| • Court/Department   | • Duration on Leave (as appropriate) |
| • Position           | • Number of COJET hours obtained     |
| • Reason for request | • Accompanying documentation         |